

Hot Topic for June: E-Orders Effective as of 6/2/03

E-Order Format Requirements:

- 3-inch margin from top of page
 - This space will be for the Judge's electronic signature
- 3 "#" centered at the bottom of the page
 - These symbols indicate the end of the document

E-Order Electronic Filing Docketing Changes:

- Order Type-Urgent, Routine or Other
 - Most proposed orders will fall under "routine"
- Hearing Date
 - Add only if result of order from the bench
 - Otherwise leave blank

HELP DESK

Our ECF Technical Help Desk is available during normal office hours 8:00-4:30 M-F.

You can reach us at:

(800) 373-8708

(608) 264-5630 in Madison

(715) 839-2993 in Eau Claire

helpdesk@wiwb.uscourts.gov



We want to stay in touch with you. Please let us know if your e-mail address changes. Contact us at: feedback@wiwb.uscourts.gov



JUNE QUICK TIP

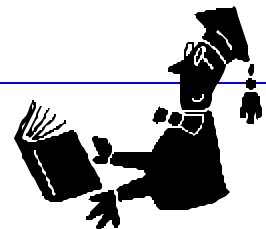
Order to be signed on or after date.

- It is necessary for this date to be filled in.



JUNE QUICK FACT

Attorneys earn 3.5 hours of CLE credits when attending the initial CM/ECF training



Proposed Orders Facts & Figures

	Proposed Orders Submitted	Signed Orders (including orders generated by court)
January 2003	494	1458
February 2003	466	1301
March 2003	557	1350
April 2003	555	1292
May 2003	473	1239